

**TRIBAL WILDLIFE GRANTS PROGRAM  
GRANT APPLICATION KIT  
U.S. FISH AND WILDLIFE SERVICE  
FY 2003**

This package includes excerpts from the “Request for Grant Proposals and Final Policy and Implementation Guidelines” published in the *Federal Register* on July 28, 2003. Prior to preparing a project proposal, we encourage tribes to read the entire *Federal Register* notice available on the Service’s Internet site at <http://grants.fws.gov/tribal.html>.

Interested tribes need to prepare and submit proposals that describe their project and its benefits for wildlife. The Tribal Wildlife Grants Program (TWG) project proposal includes a cover letter, program summary, program narrative, budget narrative, and resolution of support, and one federal form - Standard Form 424 (Application for Federal Assistance). Copies of Standard Form 424 and detailed instructions for completing it are included in this grant application kit.

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## **Tribal Wildlife Grants Program Summary**

### **Who Can Apply for TWG Grants?**

The TWG is a competitive grants program. The selection process affords federally recognized tribes an opportunity to participate. Federally recognized tribes are listed in the *Federal Register*/Volume 67, Number 134, July 12, 2002/ Notices. State recognized tribes, tribal organizations and other non-tribal entities are not eligible to apply. Tribal organizations and other entities may participate as subgrantees or contractors to federally recognized tribes.

### **Summary of What to Submit:**

Tribes must submit one signed original and two signed copies of the complete project proposal (including supporting information). We will not accept facsimile project proposals.

### **When are Project Proposals Due:**

Project proposals must be submitted to the appropriate Regional Office listed in Table 1 with a postmark of no later than September 11, 2003.

### **A TWG Project Proposal Includes the Following**

- (1) Narrative Project Description
  - Cover Letter
  - Program Summary
  - Program Narrative
  - Budget Narrative
  - Resolution of Support
- (2) Standard Form 424 (Application for Federal Assistance)

### **When Will Project Selections Be Made?**

We anticipate that we will announce project selections in Fall 2003. However, we recommend that tribes check our Internet site <http://grants.fws.gov/tribal.html> regularly for updates concerning the implementation of the TWG.

### **Have Additional Questions?**

Contact the Service's Regional Native American Liaison that has the responsibility for the state in which the proposed project would occur. The contact information for each Regional Native American Liaison is listed in Table 1. Information on the TWG is also available from the Office of the Native American Liaison, U.S. Fish and Wildlife Service, 1849 C Street, Mail Stop 3012 MIB, Washington, DC 20240 or at <http://grants.fws.gov/tribal.html>.

### **Who Can Help Plan and Implement a Project?**

The Service can assist tribes in planning or implementing projects. Through a number of programs, we offer a variety of expertise to assist tribes in planning and implementing projects on tribal lands. For information on how the Service may be able to assist, contact the Native American Liaison in the appropriate Regional Office identified in Table 1. Information is also available from the Service's Internet site at [www.fws.gov](http://www.fws.gov). In addition, many other federal, state,

or tribal agencies, as well as conservation organizations, work closely with tribes and may be able to assist with planning and implementing a project.

For general guidance on developing and writing grant proposals, see the Catalog of Federal Domestic Assistance's Internet site at <http://www.cfda.gov/public/cat-writing.htm>.

### **What Types of Projects May Be Funded?**

Eligible projects include those by Indian tribes and their partners who need financial assistance to develop and implement programs for the benefit of wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished. Activities may include, but are not limited to, planning for wildlife and habitat conservation, ongoing and/new fish and wildlife management actions, fish and wildlife related laboratory and field research, natural history studies, habitat mapping, field surveys and population monitoring, habitat preservation, land acquisition, conservation easements, and outreach efforts.

TWG funds can be used for environmental review, habitat evaluation, permit review (e.g., Section 404), and other environmental compliance activities provided they are directly related to the TWG program or project being funded and are included in the budget and discussed in the program and budget narratives. TWG funds cannot be used to conduct activities to comply with a Biological Opinion or with a permit (e.g., mitigation responsibilities) for another program or project. However, TWG funds can be used to implement conservation recommendations

### **How Does the TWG Work?**

Interested tribes prepare proposals that describe their project and its benefits for wildlife and their habitat. See "The TWG Project Proposal" section for additional information.

The Service will award grants for actions and activities that benefit wildlife and their habitat, including species of tribal or cultural or traditional importance and species not hunted or fished. Additionally, the Service, in cooperation with the grantees, must address federal compliance issues, such as the National Environmental Policy Act, the National Historic Preservation Act, the Clean Water Act, and the Endangered Species Act. For the proposals that are selected to receive funding, we will provide additional guidance on compliance with these requirements.

The final exact amount of funds, the scope of work, and the terms and conditions of a successful award will be determined in negotiations between the prospective recipient and Service representatives. The prospective recipient will be asked to sign a grant agreement that specifies the project requirements, such as the cost share, the project design, the time commitment for maintaining the project's benefits, and the reporting requirements, and that provides for Service access to the project area in order to check on project progress. In order to receive funding, prospective recipient will also need to provide assurances and certifications of compliance with other federal requirements. The recipient is reimbursed based on the cost-sharing formula in the agreement. Tribes should not initiate projects in expectation of TWG funding until they receive

the final grant agreement document signed by an authorized Service official and authorized tribal

official.

### **How to Apply for a TWG Grant**

Tribes must follow the instructions in this document in order to apply for financial assistance under the TWG. For a description of the information that must be included in a project proposal, please see the “The TWG Project Proposal” section. Tribes must submit one signed original and two signed copies of the project proposal (including supporting information). The project proposal must be received by the appropriate Regional Office listed in Table 1 with a postmark of no later than **(\*date to be added\*)**. Prior to submitting a project proposal, we encourage tribes to contact the Regional Native American Liaison listed in Table 1 with any questions regarding what information must be submitted with the project proposal. **An incomplete proposal will not be considered for funding.**

<b>Table 1. Where to Send TWG Project Proposals and Regional Contacts</b>			
<b>Service Region</b>	<b>States Where the Project Will Occur</b>	<b>Where to Send Your TWG Project Proposal</b>	<b>Regional Native American Liaison and Phone Number</b>
Region 1 (Pacific)	Hawaii, Idaho, Oregon, Washington, Nevada, and California	Regional Director Attn: Scott Aikin U.S. Fish and Wildlife Service Eastside Federal Complex 911 N.E. 11th Avenue Portland, OR 97232-4181	Scott Aikin (503/231-6123)
Region 2 (Southwest)	Arizona, New Mexico, Oklahoma, and Texas	Regional Director Attn: John Antonio U.S. Fish and Wildlife Service 500 Gold Avenue, S.W. P.O. Box 1306 Albuquerque, NM 87103-1306	John Antonio (505/248-6810)
Region 3 (Great Lakes-Big Rivers)	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	Regional Director Attn: John Leonard U.S. Fish and Wildlife Service 1 Federal Drive Fort Snelling, MN 55111	John Leonard (612/713-5108)
Region 4 (Southeast)	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee	Regional Director Attn: Jim Brown U.S. Fish and Wildlife Service 1875 Century Boulevard, Room 410 Atlanta, GA 30345	Jim Brown (404/679-7125)

Region 5 (Northeast)	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia	Regional Director Attn: D. J. Monette U.S. Fish and Wildlife Service 300 Westgate Center Drive Hadley, MA 01035-9589	D. J. Monette (413/253-8662) or (609/646-9310)
Region 6 (Mountain- Prairie)	Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming	Regional Director Attn: David Redhorse U.S. Fish and Wildlife Service P.O. Box 25486 Denver Federal Center Denver, CO 80225-0486	David Redhorse (303/236-7905, ext. 253)
Region 7 (Alaska)	Alaska	Regional Director Attn: Tony DeGange U.S. Fish and Wildlife Service 1011 East Tudor Road Anchorage, AK 99503-6199	Tony DeGange (907/786-3492)

### **How Many Grant Proposals May Be Submitted?**

Tribes are encouraged to submit a single comprehensive grant proposal, but multiple proposals are allowed.

### **Total Funds Available**

In FY 2002 the Congress authorized the Service to use \$5 million of the \$85 million of State Wildlife Grant Program funds to establish the TWG. In FY 2003, an additional \$4,967,500 was appropriated for TWG. These funds will be combined into a single grant cycle making \$9,967,500 available for the TWG.

### **Funding Limits**

The Service will award grants up to a maximum of \$250,000 for a single project. If multiple projects are funded for a single tribe, total funding to that tribe will be limited to \$250,000. There is no grant award minimum, but an excess of small grants is discouraged.

### **Matching Funds and Partnerships**

Matching funds and partnerships are not required. However the proposal ranking criteria will consider matching funds, including in-kind contributions, and partnerships as an indication of tribal commitment to the program. Any partners providing funds or in-kind services must be listed in the proposal with a letter of commitment from each.

### **Duration of Grants**

Grant agreements should be written for the shortest duration needed to accomplish project objectives. Grants may be extended if necessary.

### **The TWG Project Proposal**

The project proposal is a narrative description of the project and a completed Standard Form 424 (Application for Federal Assistance). The ultimate size of the proposal will depend on its complexity, but we request that tribes attempt to minimize the size of the narrative description of the proposal. Tribes will need to submit an original proposal and two copies.

The project proposal should also indicate the duration of the project and whether partial funding of the project is practicable, and, if so, what specific portion(s) of the project could be implemented with what level of funding. A project proposal that is a part of a longer-term initiative will be considered; however, the proposed project's objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding would be awarded in subsequent years for associated or complementary projects.

The Service, the Department of the Interior, and the Office of Management and Budget have established requirements concerning federal financial assistance. This includes established principles for determining which costs are allowable or eligible based on the type of applicant (see "Administrative Requirements" section). Project proposal must comply with these requirements.

The narrative description of the project proposal should specifically address each of the ranking criteria. Proposals must include a cover letter, program summary, program narrative, budget narrative, and tribal resolution of support as described herein.

*A cover letter* transmits the project proposal and briefly states its main features.

*A program summary* describes, in one-half page, the type and duration of activity that will take place if the service funds the program.

*A program narrative* clearly identifies the problems that the proposal will correct or help solve as they relate to the development and implementation of programs for the benefit of wildlife and their habitat, including species of cultural or traditional importance and species that are not hunted or fished, and the expected results or benefits. It must contain a needs assessment, objectives, time line, methodology, geographic location (with maps), monitoring plan, and identification of clear, obtainable, and quantifiable goals and performance measures that will help achieve the management goals and objectives of the TWG and relevant Service and tribal performance goals. The relevant Service goals are (in no order of priority) Goal 1 Sustainability of Fish and Wildlife Populations including: Migratory Bird Conservation (Goal 1.1), Imperiled Species (Goal 1.2), Interjurisdictional Fish (Goal 1.3), Marine Mammal Management (Goal 1.4), Species of International Concern (Goal 1.5), Invasive Species (Goal 1.6), Habitat Conservation; Habitat Conservation off Service Lands (Goal 2.3), and Mission Goal 4 Partnership in Natural

Resources, Tribal Governments (Goal 4.1) which can be found in the Service Long Term Strategic Plan for 2000 to 2005 at <http://planning.fws.gov/USFWStrategicPlanv3.pdf>. Related Service Planning and results can be found at <http://planning.fws.gov/>.

*A budget narrative* clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability, including annual monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

*A resolution of support* from the appropriate tribal governing body or a letter from an individual with delegated tribal authority stating support for the proposal.

Standard Form-424 (Application for Federal Assistance) must also be completed and submitted with the project narrative description. Detailed instructions for filling out this form are included in this grant application kit or on our Internet site at: <http://grants.fws.gov/tribal.html>. This form is available on the Internet at [www.gsa.gov/forms/](http://www.gsa.gov/forms/), at <http://training.fws.gov/fedaids/toolkit/formsfil.pdf> or from the appropriate Regional Native American Liaison.

### **Ranking Criteria**

The Service has developed the following ranking criteria components for proposals being considered for funding. The Service will use these criteria to evaluate and rank each proposal on a scale of 0-100. Tribes should address as many of these criteria in their proposals as possible.

*Benefit:* What are the expected benefits to tribal fish and wildlife resources, including species that are of cultural or traditional importance and species that are not hunted or fished, and their habitat if this program is successfully completed? The Service requires that tribes address how their proposals help complement Service Performance Goals. (Maximum points - 25).

### **Criteria Components**

- a. Extent to which the project will reduce or restore losses to fish, wildlife, and plant species of tribal significance.
- b. Extent to which the project will reduce or restore losses to habitats that support fish and wildlife of tribal significance.
- c. Extent to which the project addresses a fish and wildlife resources priority identified by a tribe or other entity in a management plan or recovery plan.

- d. Duration for which the project protects or manages a fish and wildlife resource priority.

*Performance Measures:* To what extent does the proposal provide obtainable and quantifiable performance measures and a means to monitor, evaluate, and report on these measures compared to an initial baseline? The measures should be specific, clear and provide demonstrable benefits to the target species of the action. These actions should support the goals of the TWG. (Maximum points - 20).

**Criteria Components**

- a. The extent to which the project identifies a baseline and provides measurable post-project accomplishments.
- b. The extent to which the project will produce measurable results for habitat and/or species.
- c. The extent to which the project implements high priority items and is part of a comprehensive management approach.

*Work Plan:* Are the program activities and objectives well-designed and achievable? (Maximum points - 15).

**Criteria Components**

- a. Extent to which project tasks and deliverables (work products) are clearly established and support tribal goals/objectives.
- b. Extent to which the project schedule is achievable
- c. Extent to which the proposal clearly defines and establishes accountability to the applicant.

*Budget:* Are all major budget items justified in relation to the program objectives and clearly explained in the narrative description? (Maximum points - 15).

**Criteria Components**

- a. The extent to which all parts of the budget narrative are clear, concise, and complete.
- b. The extent to which all subcontractor costs are defined and appear to be reasonable.
- c. The extent to which the budget narrative and associated budget table(s) accurately reflect all costs, including indirect costs.
- d. The extent to which all in-kind matches are clearly defined, allowable, and adequately described.

*Capacity Building:* To what extent does the program increase the grantee's capacity to provide for the benefit of wildlife and their habitat? (Maximum points - 20).



### **Criteria Components**

- a. Extent to which the project contributes to tribal self-sufficiency in fish and wildlife resource management.
- b. Extent to which the project results in identifiable benefits toward development or updating of management plan.
- c. Extent to which the project results in the creation or improvement of tribal wildlife ordinances and/or enforcement.
- d. Extent to which the project improves the fish and wildlife management capabilities through infrastructure development and training.

*Contributions and Partnerships:* To what extent does the applicant display commitment to the project through in-kind contributions or matching funds and to what extent does it involve other non-federal partners? (Maximum points - 5).

### **Criteria Components**

- a. Extent to which the project clearly builds partnership alliances with other tribes, organizations, or agencies.
- b. Extent to which the project leverages technical support and/or financial resources provided through a partnership.

### **How Will Proposals Be Selected?**

The Service's Regional Native American Liaisons will coordinate a process to screen proposals and rank them regionally according to the nationally uniform ranking criteria. The Regional Native American Liaisons will not actually participate in the regional screening and ranking process. A national panel will review the regionally ranked proposals and provide recommendations to the Service's Director for projects to be approved for funding. The Regional Native American Liaisons will serve on the national panel in addition to other Service and federal agency personnel, as appropriate, and as may be identified by the Director. Tribal representatives will not be involved in reviewing and ranking proposals. The Director will make the final determination for grant approval.

### **Administrative Requirements**

The administrative requirements that will apply to all projects funded through the TWG are listed in Table 2. The documents listed in Table 2 establish principles for determining which costs are allowable or eligible ("cost principles") and describe other requirements that apply to all tribes receiving TWG funding. These requirements apply to and must be met by recipients and subrecipients of TWG funding. The Code of Federal Regulations (CFR) can be found at <http://www.gpo.gov/nara/about-cfr.html#page1> (click on "Search your choice of CFR titles and/or volumes"). Office of Management and Budget (OMB) circulars can be found at <http://www.whitehouse.gov/omb/circulars/index.htm>. For projects that are selected for funding, we will also offer additional technical assistance to facilitate the prospective recipient's understanding of the financial requirements.

<b>Table 2. Administrative Requirements for TWG Funding Awards</b>	
<b>Category:</b>	<b>Specific Requirements:</b>
Indian Tribes	<ul style="list-style-type: none"> <li>* 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs)</li> <li>* 43 CFR 18 (New Restrictions on Lobbying)</li> <li>* OMB Circular No. A-87 (Cost Principles)</li> <li>* OMB Circular No. A-102 (Grants and Cooperative Agreements)</li> <li>* OMB Circular No. A-133 (Audits)</li> </ul>

**Standard Form 424 (APPLICATION FOR FEDERAL ASSISTANCE)  
Supplemental Instructions for Use when Completing a SF 424  
for Submission to Tribal Wildlife Grants Program**

Tribes may print out this form and complete "by hand" or access and complete the form electronically at <http://www.gsa.gov/forms/> or <http://training.fws.gov/fedaid/toolkit/sf424-f.pdf>. Instructions for completing the Standard Form 424 to accompany a TWG proposal follow.

<b>BLOCK NUMBER &amp; TITLE ON SF 424</b>	<b>SUPPLEMENTAL INSTRUCTIONS</b>
1 - Type of Submission	Check "Application Construction", or "Application Non-Construction" or both. This program does not accept pre-applications.
2 - Date Submitted	Enter date proposal submitted to the Service.
3 - Date Received by State	Leave blank.
4 - Date Received by Federal Agency	Leave blank.
5 - Applicant Information	Enter legal name of applicant (tribe), complete address of applicant, and name and telephone number of contact person.
6 - Employer Identification	Provide the number assigned by Internal Revenue Service as tribe's tax identification number.

7 - Type of Applicant	Enter K in space provided.
8 - Type of Application	Enter only "New."
9 - Name of Federal Agency	Enter "U.S. Fish and Wildlife Service."
10 - Catalog of Federal Domestic Assistance Number & Title	Enter "15.634" and "Tribal Wildlife Grants Program."
11 - Descriptive Title of Applicant's Project	Enter title used on the title page of your project proposal.
12 - Areas Affected by Project	Self explanatory.
13 - Proposed Project Start Date/End Date	Self explanatory.
14 - Congressional Districts of Applicant/Project	List applicant's (tribe's) Congressional District and any Congressional Districts affected by the project.
15 - Estimated Funding	Show all funding needed for the proposal. Include Federal agency and TWG grant dollars in "a". Leave "f" blank.
16 - Is Application Subject to Review by State EO 12372 Process?	Check <u>No</u> (Project not covered by E.O. 12372).
17 - Is Applicant Delinquent on any Federal Debt?	This question applies to the applicant (tribe). Categories of debt include delinquent audit disallowances, loans, and taxes.
18 - a through e	Enter information for proposal Project Officer. Must be signed by legal applicant (authorizing signature of Organization performing work or responsible for performance of work). Blocks 18 a.-e. must be completed. If approved, the award will be addressed to this person.